



PATRICK OGAWA  
ACTING EXECUTIVE OFFICER

## COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

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### MEMBERS OF THE BOARD

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September 24, 2015

TO: Patrick Ogawa  
Acting Executive Officer

FROM: Kathy Markarian   
Deputy Executive Officer

SUBJECT: REVIEW OF BOARD POLICY # 3.110

In response to your August 19, 2015 request, we have completed our review of Board Policy 3.110 - Department Responsibilities under the County's Lobbyist Ordinance. Following are our recommended revisions:

- In the Policy section, add a fourth paragraph, as noted in the attached document, to be consistent with the current Rules Relative to County of Los Angeles Lobbyist Ordinance. Also in this paragraph, include a link to the Lobbyist information on the Executive Office's website.
- In the Reference section, include a reference and link to the current Rules Relative to County of Los Angeles Lobbyist Ordinance. These Rules, approved by the Board on December 18, 2007, are not currently referenced.
- In the Reference section, delete reference to the memo dated December 15, 1993, as this is no longer relevant.
- Revise the Sunset Review Date to December 14, 2019.

Please let me know if you have any questions.

KM

Attachment

c: Celia Zavala  
Avianna Uribe  
Don Garcia



# Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
3.110	Department Responsibilities Under The County's Lobbyist Ordinance	12/14/93

## PURPOSE

The Lobbyist Ordinance of Los Angeles County requires lobbyists and lobbyist employers, as defined in the ordinance, who seek to influence official actions of the County to register with the Executive Office and to report their lobbying activities. The ordinance contains significant penalties for those who do not comply with its requirements. Pursuant to rules adopted by the Board of Supervisors, County departments are obligated to make affected organizations and individuals, including County employees, aware of the provisions of the ordinance. This policy statement describes each department's responsibilities with respect to the County's lobbyist registration program.

## REFERENCE

December 14, 1993, [Board Order 8](#) - Rules Relative to County of Los Angeles Lobbyist Registration

~~December 15, 1993 Executive Office Memo, "Lobbyist Rules"~~

[Chapter 2.160](#) of the Los Angeles County Code

August 21, 2007 [Board Order 55](#)

September 25, 2007 [Board Order 24](#)

~~December 18, 2007 Rules Relative to County of Los Angeles Lobbyist Ordinance~~

## POLICY

All County departments shall identify individuals and entities with whom they have business dealings and who may be subject to the County's lobbyist ordinance, and shall advise them of the content of the lobbyist ordinance. In furtherance of this policy departments shall make a reading copy of the ordinance available to the public and shall post signs at each location where people who are potentially subject to the ordinance are likely to contact the department.

Each department must ensure that the appropriate departmental forms include a certification, to be signed by contractors and by applicants for permits, licenses, grants and franchises, that they are familiar with the requirements of Chapter 2.160 of the Los Angeles County Code.

Departments shall distribute copies of Section 2.160.120 of the County Code to all employees whose duties are not primarily clerical or manual. Each department's new employee orientation procedures shall include a copy of Section 2.160.120 of the County Code which shall be given to all new employees who are subject to its provisions. (Section 2.160.120 of the County Code prohibits a lobbyist or lobbying firm from making, and a County official from accepting, a gift or gifts aggregating more than \$50.00 in any calendar month.)

All County departments are to periodically review the Lobbyist Ordinance information posted on the website of the Executive Officer of the Board of Supervisors to see whether any individuals or entities directly communicating with the department have failed to comply with the Lobbyist Ordinance. Such periodic reviews are to be performed whenever a department is considering the award of a contract, permit, grant, license, or franchise, or upon receiving notice from the Executive Officer that an individual or entity has been determined to be in violation of the Lobbyist Ordinance.

#### **RESPONSIBLE DEPARTMENT**

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Executive Office of the Board of Supervisors

#### **DATE ISSUED/SUNSET DATE**

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Issue Date: December 14, 1993  
Review Date: November 20, 2003  
Review Date: November 13, 2007  
Review Date: November 17, 2011  
Review Date: September 24, 2015

Sunset Review Date: December 14, 2003  
Sunset Review Date: December 14, 2007  
Sunset Review Date: December 14, 2011  
Sunset Review Date: December 14, 2015  
Sunset Review Date: December 14, 2019